



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:	Legal Staff Assistant
DEPARTMENT:	Senate Chief Counsel for Employment
SUMMARY:	See Attached Position Classification
SALARY RANGE:	\$35,655 - \$55,264
CONTACT:	Human Resources Room SH-231B Hart Building Fax: 202-228-3603
FEDERAL RELAY SERVICE:	Speech/Hearing impaired persons may contact the Federal Relay Service at 1(800) 877-8339 TTY
POSTING DATE:	April 27, 2009
DEADLINE FOR APPLICATIONS:	May 11, 2009 Applications will NOT be accepted after 6:00 p.m. Fax or hand deliver applications. Do NOT mail. No phone calls please. * New * E-mail your submission to resumes@sec.senate.gov . Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration. All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



UNITED STATES SENATE OFFICE OF THE SECRETARY

LEGAL STAFF ASSISTANT

NATURE OF WORK

This is administrative work providing back-up support to attorneys, paralegals, and litigation secretaries; work includes greeting and assisting clients and visitors, including Senators and their staff; monitoring and answering main office phone lines; filing documents with DC federal courts in accordance with statutory provisions; communicating with federal courts regarding pending lawsuits; delivering and picking up legal documents in the DC metro area; coordinating the scheduling and preparation of seminars; operating audio-visual equipment at seminars; maintaining the office's law library, including periodic loose-leaf updates and volume replacement; shredding documents; and other duties as assigned. Work is bound by standard office policy and procedures. Work is performed under the immediate supervision of the Assistant Legal Administrator.

ESSENTIAL FUNCTIONS

Greets and assists SCCE clients and visitors; answers and monitors main office phone lines and voice mailbox; directs callers, voice mail and telephonic messages to the proper staff member; sends, receives, and distributes materials via a facsimile machine.

Maintains the office's conference room schedule; monitors and orders office supplies; reconciles month-end Stationery Room billing; monitors and coordinates pickup and delivery of materials.

Coordinates the scheduling, preparation and set up of seminars and seminar materials; maintains seminar files; maintains and updates inventory of seminar binders and materials; coordinates production of materials with Printing and Graphics Department as needed; and operates PowerPoint presentations and videos at seminars.

Reviews published materials and makes staff aware of noteworthy articles; assists with the preparation and distribution of SCCE's newsletter.

Maintains law library; updates legal books with new materials; copies, distributes, and posts as requested; maintains office logs; provides copying and back-up secretarial support to Attorneys, Litigation Paralegals, and Litigation Secretaries.

Conducts online research for daily updates to ongoing litigation matters using PACER; emails staff with daily updates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomfort which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with daily walking, standing, bending, carrying items less than 25 pounds such as books, papers, small parcels, etc.



UNITED STATES SENATE OFFICE OF THE SECRETARY

MINIMUM QUALIFICATIONS

Work requires a High School diploma or G.E.D. with one to three years of office experience, preferably in a law firm or legal department; or an equivalent combination of education and experience that provides the following knowledge, skills, and abilities:

Knowledge of business English, spelling, grammar, and business math.

Knowledge of modern office practices, procedures, and equipment.

Ability to prioritize and multitask in a busy office environment.

Demonstrates a strong work ethic and ability to work well with a team.

Ability to proofread documents, organize the office, and accurately file documents.

Ability to use computer and relevant computer software packages (proficiency in Word desired).

Ability to reconcile monthly statements and maintain accurate records.

Ability to deal with others using tact and diplomacy; have good interpersonal skills and have a pleasant telephone manner.

Ability to communicate effectively, both orally and in writing.

Ability to work extended and unscheduled hours as dictated by case load and filing deadlines.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.